

*Workload Data*

6 June 1962

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MEMORANDUM FOR: Executive Director, NPIC

SUBJECT: Publications Division Backlog at End of May 1962

1. At the end of May, the Publications Division had a total of 131 projects to which it was committed in some form or other. (Project is defined here as a separate work effort; e.g., if two publications result from one national project, they are considered as two "projects" for the sake of efficient handling. In any event, this practice does not noticeably affect the actual number of projects in the Center.)

2. The 131 projects were distributed as follows:

In The Analysis Stage

JN Projects	105	
P Projects	3	
CIA Projects	7	
Total		115

In Production

JN Projects	7	
P Projects	1	
CIA Projects	4	
Miscellaneous Projects	4	
Total		<u>16</u>
Grand Total		131

3. Of the 115 projects in the analysis stage, PD work was approximately 50 percent complete on 17 and 5 percent or less complete on 98. Of the 16 projects in production in the division, PD work was approximately 50 percent complete.

4. Using the average amount of time required for projects as determined by studies we have made, and allowing for the status of various projects as set forth in paragraph 3 above, it is estimated that the Editorial Branch had a backlog of 57 working days and the Graphical Analysis Branch a backlog of 61 days.

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Chief, Publications Division, NPIC

**SECRET**

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